

Quick Reference Guide

DO

- Request a copy of the Purchase Order;
- Request a copy of the Terms and Conditions;
- Verify accuracy and Purchase Order when compared to the quotation sheet;
- Reference the Purchase Order number on all packing list and invoices;
- Mail all invoices to:
City Hall Finance Department
1212 Avenue M
Huntsville, TX 77340;
- Contact the Purchasing Department directly with any questions concerning the order.

DON'T

- Modify Purchase Orders without a copy of the revised Purchase Order;
- Invoice for items that have not been delivered;
- Ship to address not listed on Purchase Order;

Thank you for your interest and your time in preparation of all bids and proposals.



City of Huntsville
1212 Avenue M
Huntsville, TX 77340
www.huntsvilletx.gov

Purchasing Organizational Chart

Finance Director: Winston Duke
wduke@huntsvilletx.gov

Purchasing Manager: Billie Smith
bsmith@huntsvilletx.gov

The purpose of this guide is reinforce the City of Huntsville's Vision and Mission Statements. They are written to facilitate and regulate the services of the Purchasing Department in the most friendly, efficient, fair, honest, and competent manner with quality and forethought.

City of Huntsville
Purchasing Department

Vendor Guide
How To Do Business
with the



Purchasing Office
448 Highway 75 North
Huntsville, TX 77320

936-291-5495

www.huntsvilletx.gov

Purchasing Procedures

Purchasing Requirements

- City of Huntsville Purchasing Manual which is detailed may be found on the City of Huntsville web site or you may contact the Purchasing Office for a copy;
- Informal Solicitations—Can be used for all purchases under \$50,000. Responses may be faxed, mailed, e-mailed or personally delivered. The amount of the purchase will dictate the approval process;
- Formal Solicitation—Must be used for all purchases over \$50,000. Responses must be enclosed in a sealed package and delivered to the City Secretary by a specific time and date. All late bids will be rejected. The purchase must be approved by City Council.

Vendor List

- Vendor list is maintained electronically by a third party vendor, BidSync;
- Registration is completed on line at www.bidsync.com at no cost to the vendor;
- Vendors will need to know their commodity(s) number;
- City uses the National Institute of Governmental Purchasing Commodity Service Code System.

Formal Bid Opening

- Any communication prior to the award must only be with the Purchasing Office. Any communication outside of the Purchasing Office may result in rejection of bid;
- Formal bids are opened and read aloud at the designated location, day, and time. Vendors are encouraged to attend;
- It is the responsibility of the vendor to have solicitation at designated location, day and time;
- Bid tabulations and awarded vendor can be found on the City of Huntsville web site;
- The Purchasing Office works with the end-user or requesting department to determine the award.

General Information

- The City is exempt from all State Sales Tax and Federal Excise Tax;
- All quotes are to be valid for 30 days unless otherwise stated by the City;
- Prices must include all freight, fuel surcharge, extra fees, etc. unless otherwise stated;
- City does not accept cash on delivery (COD) shipments;
- Purchase orders will be e-mailed or faxed;
- Credit card purchases are not allowed for purchases over \$1,000;
- City may elect to award to low bidder or best value, whichever is in the best interest of the City;
- City of Huntsville practices the Prompt Payment Process, standard practice is to make payment within thirty days;
- Contact the Finance Department concerning any delays in payment, 936-291-5449;
- Amendments must be acknowledged with all formal solicitations;
- Solicitation methods include BidSync, local advertising, historical data, Electronic State Business Daily, City web site, www.huntsvilletx.gov;
- City employees shall not accept or solicit money, property, services from any vendor;
- The City may accept minor informalities in bids and must approve all exceptions;
- There are occasions which bids cannot be faxed or e-mailed;
- Except during emergency situations Council approves all solicitations on the next available Council monthly meeting held 1st and 3rd Tuesdays;
- Purchasing office hours are Monday-Friday from 8:00 a.m. through 5:00 p.m., excluding holidays.

Responsibilities of the Purchasing Department

- Properly authorize all transactions;
- Follow the established procurement and disposition procedures;
- Follow competitive bidding and purchasing statutes;
- Ensure materials and supplies are received and disposed of in the appropriate manner;
- Conduct operations in an efficient manner.
- Ensure the City acquires, stores, disburses, utilizes, and disposes of goods and services uniformly and economically;

Goals of the Purchasing Department

- Delivery of goods and services at the optimal time;
- Ensure public funds are guarded against misuse;
- Purchase goods and services at the right price;
- Promote open and fair competition to all;
- Preserve integrity and transparency of the organization.

This guide is intended to give a brief snapshot of how to conduct business with the City of Huntsville. The City of Huntsville is regulated by City Charter, Ordinances and State of Texas Laws. They will take precedence over all information listed in this guide. The City reserves the right to change these procedures at any time.